

## **PARENTS RIGHT-TO-KNOW CHECKLIST**

- ☐ **At the beginning of each school year the LEA Shall:**
  - ☐ **Notify parents that they can request information**
  - ☐ **Provide requested information (in a timely manner)**
  - ☐ **Professional qualifications of their student's classroom teacher:**
    - ☐ **That a teacher is licensed and properly endorsed for all areas of the teaching assignment**
    - ☐ **Whether the teacher is teaching under waiver, emergency or provisional status**
    - ☐ **The degree major, graduate degree and field of discipline of the teacher**
    - ☐ **If the student is served by a paraprofessional**
- ☐ **Additional Information:**
  - ☐ **Level of achievement of the parent's child in each required assessment**
  - ☐ **Timely notice that a child has been taught for four or more consecutive weeks by a teacher that is not highly qualified**
- ☐ **Notice and Information Format**
  - ☐ **Shall be understandable and in uniform format**
  - ☐ **In language parents can understand**

- ☐ **PRIVACY - Information shall be disseminated in a manner that protects the privacy of individuals.**
- ☐ **SPECIAL RULE – BUREAU FUNDED SCHOOLS**